

# Wellbeing at work tips

When things feel hectic, it's important to look after our own wellbeing – here are some of our tips:

**Check in with a colleague.**

Take 5 minutes to see how someone is doing and chat about something not work related.

**Have a schedule.** Whether you're in the office or working from home, planning your lunch time, regular breaks and finishing work online can help you create a routine.

**Be mindful about tech use.**

Avoid your phone when interacting with others so you can be present and not feel distracted. You could also try using your phone's Focus Mode.

**Pop in your headphones.**

Try listening to some music (you could even make a work playlist to share with colleagues), a podcast, or nature recordings.

**Tidy up.** An organised workspace will help you feel focused and productive, especially if you're feeling overwhelmed. Even having an organised inbox can help things feel more manageable – try setting aside time to sort emails at the end of each day to feel prepared for tomorrow.

**Ask for help.** If you need support, or even just a chat, speak to someone like a trusted co-worker, friends or family. We all need support at times and it's okay to ask for help.

**Organise work socials.**

Spend some non-work time together – whether it's a team coffee break or after-work social, team quiz or book club, there are lots of ways to socialise as a group.

**Move around and get some fresh air.** Make sure to move around regularly, especially if you work at a desk – you could try stretches, chair yoga, a home workout or going out for a walk.

**Try mindfulness.**

There are lots of free online resources and apps to guide you through breathing techniques and meditation to help you stay calm, lower stress and ease anxiety.